



### Dates to Remember

#### September 12th Council Meeting - Association meeting [7:00 pm]

The following are due:

- Two copies of
  - Board Roster 2011-2012 if not submitted yet or there are updates
  - Annual Financial Report 2011-2012
  - 2011-2012 Budget
- Audit for period ending June 30, 2011
- Per Caps (\$4.50 per member, at least 30 members to receive State's "Ready Set Remit" membership)
- Calendar of your PTA events
- Mission statement and goals (if you have – if not, submit once completed)
- List of district training attendees from your PTA

#### September 17 – (Saturday)

Reflections Chairpersons meeting, Time and location TBA

#### September 26 – (Monday)

#### Officers Training for Units and Councils by Peralta District, 6:30-9pm

Alameda County Office of Education Bldg  
313 West Winton Avenue, Hayward, CA 94544

#### October 1st

Final Turn-In for "Ready Set Remit" State PTA membership awards Per Caps (minimum 30 members) received by mail to Fremont financial secretary

#### October 10th Council Meeting - Executive Board meeting [7:00 pm]

The following are due at this meeting:

- Per caps received since last council mtg
- If not previously submitted:
  - Remittance of a minimum 15 per caps to remain in good standing with the State PTA
  - Audit for period ending June 30, 2011
  - Board Roster 2011-2012
  - Annual Financial Report 2011-2012
  - 2011-2012 Budget
  - Calendar of your PTA events
  - Mission statement and goals

### Fremont Council Mission Statement

Our Mission is to advocate for all the children and youth of Fremont Unified School District. Fremont Council PTA will support each of our PTA/PTSA units through timely communication, training, leadership, and guidance. We will assist units through disseminating information, conducting meaningful meetings, providing PTA resources, and being a platform for sharing ideas and programs between units. Fremont Council PTA will serve our community through education, collaboration, resource services, and community wide programs.

### 2011/12 Goals

1. Improve communication from council to units
2. Increase skills/knowledge through training
3. Create opportunities for collaboration amongst units

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## Council Officers and Chairs 2011 – 2012

Feel free to contact any of the Fremont Council Executive Board for information, assistance and/or support.

President	Melinda Kufeld	<a href="mailto:melinda.kufeld@sbcglobal.net">melinda.kufeld@sbcglobal.net</a>	(510) 468-0780
1st VP Leadership	Meryl Shatzman	<a href="mailto:merylshatzman@yahoo.com">merylshatzman@yahoo.com</a>	(510) 697-7656
2nd VP Programs	Tricia Schoner	<a href="mailto:triciaschoner@yahoo.com">triciaschoner@yahoo.com</a>	(510) 739-1238
Secretary	Nancy Mitchell	<a href="mailto:nancym@mac.com">nancym@mac.com</a>	(510) 657-2912
Treasurer	Kim Mathis	<a href="mailto:oemexp@att.net">oemexp@att.net</a>	(510) 770-8578
Financial Secretary	Barbara Bousquet	<a href="mailto:h20swimbarb@gmail.com">h20swimbarb@gmail.com</a>	(510) 557-7640
Auditor	Sridevi Ganti	<a href="mailto:sridevi_ganti@hotmail.com">sridevi_ganti@hotmail.com</a>	(510) 364-2493
Historian	Cindy Baglietto		(510) 484-4031
Parliamentarian	Lisa Ogrey	<a href="mailto:logrey@pacbell.net">logrey@pacbell.net</a>	(510) 713-8542
Legislation Chair	Ann Crosbie	<a href="mailto:crosbieclan@gmail.com">crosbieclan@gmail.com</a>	(510) 713-2119
Reflections	Becky Bruno	<a href="mailto:bbruno4921@gmail.com">bbruno4921@gmail.com</a>	(510) 661-0117
Membership	Beena Ammanath	<a href="mailto:neilseansmom@gmail.com">neilseansmom@gmail.com</a>	(415) 238-6123
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School Board Liaison	Gail Edwards-Bryan	<a href="mailto:gail.bryan@att.net">gail.bryan@att.net</a>	
Diversity	Oralia Campos	<a href="mailto:Ocampos313@gmail.com">Ocampos313@gmail.com</a>	(510) 668-0407
Hospitality	Leslie Gupta	<a href="mailto:lk Gupta@comcast.net">lk Gupta@comcast.net</a>	(510) 818-9551
Robertsons Liaison	Aimee Hubacek	<a href="mailto:Hubacek6@comcast.net">Hubacek6@comcast.net</a>	(510) 656-1261
Health & Safety	Dianne Jones	<a href="mailto:robndianne@sbcglobal.net">robndianne@sbcglobal.net</a>	(510) 713-9391
Webmaster	Jenny Mitchell	<a href="mailto:jenstechs@mac.com">jenstechs@mac.com</a>	



### Fremont Council President's Message by Melinda Kufeld

Here we go! Unbelievably it is the beginning of a new school year, the start of a yet another PTA year with new positions being held by many. So is the case for several of us who serve as officers or chairpersons for Fremont Council PTA. While we may be serving the first year in our positions, we have many years of PTA experience to share with you.

The role of Fremont Council PTA is quite simply to support the PTAs in Fremont. We have met to discuss how we can best serve you. We've crafted the mission statement and goals, which are featured on the first page of this newsletter, to capture council's role and our plans to support Fremont PTAs.

The Fremont Council PTA Yahoo Group (YG) will continue to be our primary communication tool. This year we are adding due dates and other information to the YG calendar which will generate notices/reminders of action to take and due dates. This will be very helpful as each month's council meeting approaches. We are able to bring back the eNewsletter as another means to improve communication thanks to Julie, the newsletter editor. Additionally, sign up for Peralta District, State and National PTA communications. As a PTA leader, it is important that you check your email at least 2-3 times weekly to stay abreast of issues that may affect your PTA. Pass on information you receive and encourage your officers and chairpersons to become members of the council YG by visiting <http://groups.yahoo.com/group/fremontcouncilpta/> and clicking the "Join" button.

While we will continue to rely on Peralta District and CA State PTAs to provide formal training, there will be fun (we hope), interactive mini training sessions planned for most meetings. You will receive prompts throughout the year to review specific portions of your bylaws or the tool kit and the insurance guide to help you be prepared for upcoming tasks to be completed by your PTA. Meryl, Leadership VP, has added many helpful resources to the Fremont Council website, <http://www.fremontcouncilpta.org/>, which can be found under "Departments/Leadership". Check them out and be better prepared to lead your PTA!

Get your officers and chairpersons together to attend the Peralta training in the evening of Mon, Sept 26. \$5 per person is a bargain, but the biggest payoff is saving time and making PTA "jobs" easier by receiving proper training! Please submit a list of those from your PTA who will attend training no later than the Sept 12 council meeting. I will follow up with those who are new officers that haven't attended training yet.

**Council meetings are for you!** We plan to take care of council business as quickly as possible and only have speakers who will provide information that should be of interest to your PTA. At each meeting we will focus on programs/issues that correspond with the PTA year and provide opportunities to break out into smaller groups to discuss them, share ideas and find ways to overcome challenges.

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(President's Message continued from previous page)

Discussion will be captured and distributed following each meeting. Hopefully discussions will lead to units working together so they can expand service to their school communities by providing programs/events they've been unable to do on their own. Tricia's primary role as Programs VP isn't to oversee council programs/events, but instead to support you with your PTA's programs/events. Tricia is investigating ways to electronically collect information about Fremont PTA programs/event that can be used by your PTA. Why re-invent the wheel when you can tap into numerous resources right here in Fremont?

I challenge you to think beyond how your PTA typically serves your school; to consider if your programs and events are relevant, if you can increase or modify your PTA's service to your community, how your PTA can attract more volunteers and chairpersons, what you can do to develop future PTA leaders. Meet with your executive board to review or create your mission statement, then establish goals. Fremont Council PTA is here to provide guidance and lend a hand as you strive to best serve your school community.

## From the Membership desk..... by Beena Ammanath



### Introducing "Ready..Set..Remit!"

Qualify for this new award by submitting at least 30 memberships by October 1st. Earning this award is a requirement when applying for the PTA Spotlight Award – so let's make sure that every PTA/PTSA in Fremont Council qualifies for this award! (Note: The Early Bird and Chairman's Club Awards have been discontinued.)

### Accept the Challenge: +24

State PTA Membership Challenge for this year is: "+ 24".

Meet this challenge by increasing your PTA/PTSA's membership by 24 members! Remember, the 2011-2012 Membership Year is from July 1, 2011 to June 30, 2012. You can start your membership campaigns even before school starts!

### Remit Per Caps

Due to the shortage of membership cards, it is important for units to remit per caps on a regular basis throughout the year instead of waiting for one or two big payments. We cannot receive extra cards until our per caps reflect the fact that our membership has exceeded the original allotment of cards. Per Caps are not monies belonging to your unit, therefore the payment does not need an approval vote. The per cap payment is \$4.50 per member and should be remitted to Barbara Bousquet along with a remittance form.

### Congratulations!

At the recent CAPTA Board of Manager's Meeting, Susan was given certificates for 4 Peralta Units for Membership exceeding their school enrollment. Gomes Elementary PTA from Fremont Council was one of the 4 recipients. Way to go, Gomes!!! Let's try to make it 4 units for 2011-12!

### Other News

Peralta District PTA now has a new yahoo group, just for Membership Chairs and Presidents. This forum can be used for asking any membership related questions and also for sharing ideas on reaching our membership goals with your counterparts in other units across Alameda County. Together, we can do it! Join today by emailing [peraltadistrict\\_membership-subscribe@yahoogroups.com](mailto:peraltadistrict_membership-subscribe@yahoogroups.com)!

## From the Auditor by Sridevi Ganti

- 2010-11 year end audit report can be turned in either at September 12th meeting or at October 10th Council meeting. Please submit 2 copies of the audit report to the Council.
- The link below is a "new" audit checklist. Please use the new checklist for the reports.

<http://www.peraltadistrictpta.org/pdfs/AuditChecklist.pdf>





### 16 Essential Do's & Don'ts for Leaders: Get off to a fast start and keep the momentum going all year long

- #1 **Do** learn people's names, and use them often. **Don't** assume everyone knows who you are. Introduce yourself.
- #2 **Do** respect the principal's role as head of the school. **Don't** surrender the PTA's authority to the principal. Work together as partners.
- #3 **Do** get to know the school secretaries, custodians, and other support staff. **Don't** treat them like the PTA's hired help. They work for the school and your kids; they aren't there to do your PTA grunt work. Treat them with respect, and they can help the PTA in many ways.
- #4 **Do** set a good example by following school policies. **Don't** park illegally just because you know you'll be in and out of the school quickly. Always sign in and wear the proper visitor badge even if everyone knows who you are. Follow protocol when you use the photocopier.
- #5 **Don't** reinvent the wheel. **Do** learn from the past. Share the old project binders. Talk to previous PTA leaders. Talk to teachers who have been on staff for a while.
- #6 **Don't** disregard the knowledge of your past president. **Do** approach her as your mentor. Better than anyone, she knows the challenges you face. Listen to what she says. Ask for advice.
- #7 **Do** train your committee chairs and lay out the expectations for each committee. **Don't** micromanage the committees or your fellow officers. Let them apply their time and talents, even if it means they don't do things exactly the way you would have done it yourself.
- #8 **Don't** put all the emphasis on fundraising. **Do** focus on parent involvement first. A community that feels connected to the school will step up to support the fundraisers when asked.
- #9 **Do** repeat longstanding, successful events. **Don't** ignore the value of tradition; it gives your PTA an identity in the community.
- #10 **Do** run efficient meetings. **Don't** treat people's time carelessly. Use an agenda, prepare minutes, start and end on time. Clean up after yourself. Listen to the members.
- #11 **Do** familiarize yourself with proper parliamentary procedures and Robert's Rules of Order. **Don't** let it bog you down, but use it to keep your meetings running efficiently.
- #12 **Do** read your PTA's bylaws.
- #13 **Do** seek out information. Reach out to PTA leaders at nearby schools to share experiences. Attend Council meetings and take advantage of training opportunities. Search the repository of great information and ideas at [capta.org](http://capta.org). **Don't** assume you know it all. There are loads of PTAs with great ideas and experiences you can use for your group.
- #14 **Don't** be afraid to make the tough decisions. **Do** accept responsibility for unpopular but wise decisions, such as canceling an event due to lack of volunteer support.
- #15 **Do** say thanks. **Don't** lump every "thank you" into one blanket statement at year's end. Work hard throughout the year to thank individuals by name for their contributions to the PTA.
- #16 **Don't** let the stress level get too high. It's OK to scale back to avoid burnout, and it's OK to hold purely social events to boost morale and teamwork. **Do** have fun. Being a PTA leader can be a very rewarding experience. Even small steps to create a supportive community really make a difference for schools.



**FINANCES**

**For the first meeting!**

Welcome back to another exciting year of PTA. We on the financial team are committed to seeing that you all stay in good standing with our parent organizations and the government, as well as with all of your members.

One of our most important functions is sending along your per capita membership dues to District, State and National PTA. Please review [www.FremontCouncilPTA.org](http://www.FremontCouncilPTA.org) and the newsletter for due dates. "Due" means that the Council financial secretary must have your check by this date.

**Per caps**

*Membership dues:* Your membership drive does not have to be complete to begin remitting per caps. Make checks payable to Fremont Council PTA. **ALL PTA CHECKS – NO EXCEPTIONS – must have TWO signatures.** PTA checks having only one signature will be returned to the unit president for completion. The new Membership award category this year is called Ready Set Remit and requires payment to Council for 30 members by October 1.

**Remitting**

*Remitting:* Your check should be accompanied by the two-part Council remittance form, available on the web site or at the meeting. Please fill out both top and bottom sections and do NOT keep the bottom half. The financial secretary will return the bottom half to you in your file as a receipt after it has been signed and entered into the records.

**When we owe you money...**

*Requesting Payment:* Please fill out the Council Authorization for Payment form, found on the web site under FORMS or available at the meeting. Attach receipts or pertinent information on the back. If this is an advance, please indicate that on the form and get the documentation to the treasurer as soon as it is available. The treasurer needs to have this form at the beginning of the meeting to have it approved for payment by the Board.

**Audits**

We have an auditor this year – yea! Please get together with Sridevi if you have any audit questions or concerns.

Please bring:

- Two copies of your annual financial report of 2010-2011
- Two copies of your end-of-year audit – June, 30, 2011
- Two copies of your preliminary or approved budget for 2011-2012
- First remittance of per caps – minimum 30 would be nice!  
**Dues are \$4.50 per member.**

Trays are provided at the front table for turning in of documentation. Please separate your documents into the proper trays, which are labeled.

**Tax Returns due by November 15<sup>th</sup>, 2011:**

**IRS (US government)**

Gross receipts of:

- 0-\$50,000 – form 990-N (online submission)
- \$50,000 - \$200,000 – form 990-EZ with any schedules
- \$200,000 on up – form 990 with any schedules

**NEW THIS YEAR!**

**FTB (CA state government)**

- 0-\$25,000 – form 199-N (online submission)
- \$25,000 on up – form 199

**RRF-1 form**

If you have applied for and received a CT number, you can submit an RRF-1 form to the Attorney General's office by November 15th. If you have not yet received a CT number, you still have another year to complete the paperwork.

**Training**

Peralta District PTA is holding its fall training on September 26<sup>th</sup>. New unit officers are encouraged to attend. It will be held at ACOE in Hayward; registration starts at 6:30. More information can be found on the Peralta District PTA web site:

[www.peraltadistrictpta.org](http://www.peraltadistrictpta.org)

If you are not able to attend District Training, remember there are lots of resources you can access online. Go to [www.FremontCouncilPTA.org](http://www.FremontCouncilPTA.org) and review the Finance section. Also, be sure to download the Finance section of the 2011 Toolkit from [www.capta.org](http://www.capta.org).

*Make it a great year!*

Kim Mathis – Treasurer  
oemexp@att.net

Barbara Bousquet – Financial Secretary  
[h20swimbarb@gmail.com](mailto:h20swimbarb@gmail.com)  
(510) 557-7640

Sridevi Ganti – Auditor  
[sridevi\\_ganti@hotmail.com](mailto:sridevi_ganti@hotmail.com)  
(510) 557-7640





## Reflections Art Program      by Becky Bruno

### 2011-2012 Theme: "Diversity means"



I need to receive Reflections chair contact information for each unit. Please email the following information to Becky Bruno, [bbruno4921@gmail.com](mailto:bbruno4921@gmail.com), no later than Sept. 9<sup>th</sup>.

School:  
 Chair Name:  
 Phone:  
 Email:  
 (indicate if chairperson is familiar with Reflections or if 1st time)

#### Dates

Training: Fremont Council on Sept. 17<sup>th</sup>    Peralta on Sept. 26<sup>th</sup>  
 Submissions due to Fremont Council: Nov. 14 at Irvington HS  
 Judging: Nov. 21&22 - *please help recruit qualified judges*  
 Recognition Ceremony in December (date to be determined, will be on a Saturday early in the month)



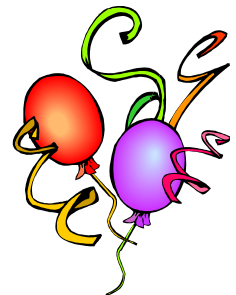
## Celebrate Founders Day -- It's Like a Birthday Party for PTA    by Linda Dewlaney

Founders Day is February 17 each year. It is the day we honor the creation of PTA and the three founders of PTA -- Alice McLellan Birney, Phoebe Apperson Hearst, and Selena Sloan Butler -- as well as past and present PTA leaders.

Units can use Founders Day as an opportunity to celebrate the founding of PTA and honor people who have been an advocate for children at their school or in their community. California State PTA has certificates and pins that can be purchased for the Very Special Person, Honorary Service, Continuing Service and Golden Oak awards -- these are legitimate PTA expenses so be certain to budget for the awards as well as the event as a part of your planning. Your budget should include a line item for Founders Day.

Units can present the awards at a special Founders Day event of their own, or can do so at another event later in the year. Just be sure to decide on your recipients in time to submit their names for recognition at the Fremont Council event -- that is usually held in late February or early March. This event is also a legitimate PTA expense for the Unit -- attendees can include board members, and of course you invite your Service Award honorees! At Fremont Council, we work hard to keep the per person cost low so Units can celebrate their volunteers and the birthday of PTA at the same time!

For more information, be sure to view the California State PTA website at:  
<http://www.capta.org/sections/programs/founders-day.cfm#service>.



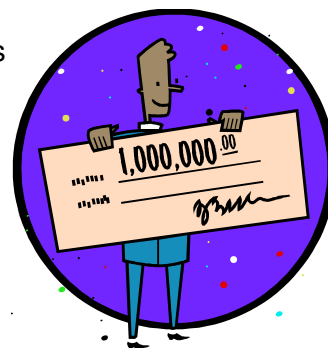
## GRANT INFORMATION

### PTA's Scholarships and Grants make it easy!

California State PTA wants to help you attain your school goals, whether it's for an individual or a campus, we might have what you need! They are obtainable to units, councils, districts and members. Take a look at what's available and talk to your local leaders or go to California State PTA website at [www.capta.org](http://www.capta.org) for more information:

Applications due November 15:

- Scholarships for Continuing Education for PTA Volunteers
- Scholarships for Continuing Education for Credentialed Teachers and Counselors
- Scholarships for Continuing Education for School Nurses
- Grant for Parent Education for Unit, Council and District PTAs
- Grant for Outreach and Translation for Unit, Council and District PTAs
- Grant for Healthy Lifestyles for Unit, Council and District PTAs
- Grant for Cultural Arts for Unit, Council and District PTAs



Applications due February 1:

- Scholarships for Graduating Seniors

When submitting scholarship or grant applications, please note that applications are due in the California State PTA office via US mail on or before the application due dates. Facsimiles will not be accepted.

The California State PTA Scholarship and Grant Program is funded through Honorary Service Award donations. Please remember that when you honor someone with an HSA Award you are also helping to fund a scholarship or grant!

For an application and details, visit the Forms section in the Toolkit, available on the California State PTA website at [www.capta.org](http://www.capta.org).

Consider these three California State PTA Grants for your PTA's health programs. Applications are due November 15th.

- Healthy Lifestyles Grant

Healthy Lifestyle Grants are available to develop, promote and implement healthy lifestyles programs, projects and activities which will improve the overall health of children and adults.

[www.capta.org/sections/programs/downloads/HealthyLifestyle.pdf](http://www.capta.org/sections/programs/downloads/HealthyLifestyle.pdf).

- Parent Education Grant

Apply for a Parent Education Grant to plan and implement a program on a health topic for parents in your PTA.

[www.capta.org/sections/programs/parent-ed.cfm](http://www.capta.org/sections/programs/parent-ed.cfm).

- Outreach and Translation Grant

Apply for and use grant funds to translate information for your parents on a particular health topic.

[www.capta.org/sections/programs/outreach.cfm](http://www.capta.org/sections/programs/outreach.cfm).

# PERALTA DISTRICT PTA FALL TRAINING

*PTA training for PTA Unit and Council Officers, Chairs and Members*

- **Monday, September 26, 2011, 6:15pm to 9pm**
- **Alameda County Office of Education Building**  
*313 West Winton Avenue, Hayward, CA 94544*

- **PTA Fall Training Schedule:**

- 6:15 – 6:30pm     Registration, light refreshments, Welcome
- 6:30 – 6:45 pm     Short presentation “Why and How to Write a CAPTA Resolution”  
    Jamie Hintzke, CA State PTA Resolutions Committee Chair
- 6:45 – 9:00pm     **WORKSHOPS:** President, Secretary, Basic Financial, PTAEZ,  
    Historian, Parliamentarian, Membership, Programs and the Arts,  
    Reflections, Council Officers

Speakers include CA State and Peralta District PTA Officers and Chairs

- **Cost**

- \$5.00/person – Registration received by Wednesday, September 21<sup>st</sup>
- \$7.00/person – After Sept 21st and at the door

**Questions? Contact: Susan Nathan, President, Peralta District PTA**  
*dpperalta@capta.org or (510) 301-5898*

\_\_\_\_\_ *cut here* \_\_\_\_\_

<b>PERALTA DISTRICT PTA FALL TRAINING – MONDAY, SEPT 26, 2011 (6:15PM – 9PM)</b>		
TO REGISTER: Mail completed form & check (payable to Peralta District PTA) to Peralta District PTA, ACOE, 313 West Winton Ave, Hayward, 94544		
<i>Cost: \$5.00/person – Registration received by Friday Sept 21st; \$7.00 after Sept 21st and at the door)</i>		
Registration for:		
Street Address:		
City:	Zip:	
Phone:	E-mail:	
PTA Unit/Council/School:	Current PTA Position:	
<b>PICK ONE WORKSHOP:</b> <input type="checkbox"/> <b>President</b> <input type="checkbox"/> <b>Secretary</b> <input type="checkbox"/> <b>Basic Financial</b> <input type="checkbox"/> <b>PTAEZ</b>	<input type="checkbox"/> <b>Historian</b> <input type="checkbox"/> <b>Parliamentarian</b> <input type="checkbox"/> <b>Membership</b> <input type="checkbox"/> <b>Reflections</b>	<input type="checkbox"/> <b>Programs and the Arts</b> <input type="checkbox"/> <b>Reflections</b> <input type="checkbox"/> <b>Council Officer</b>